



**Town of Herndon**  
**Herndon Community Center**  
**814 Ferndale Avenue**  
**Herndon, VA 20170**  
**703-787-7300**

Date Received \_\_\_\_\_  
Staff Initials \_\_\_\_\_

**BIRTHDAY PARTY REQUEST**

Date of Party: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Telephone – Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_

Birthday Child's Name: \_\_\_\_\_ Male/Female: \_\_\_\_\_ Child's DOB: \_\_\_\_\_

**Party Information:** Parties are priced for 15 kids or less. There is an additional charge for additional children.

☐ Basic Swim Party \$145

☐ Play Zone Party (Age 5 and under) \$145 or \$175(+)

☐ Swim Party Plus \$175

☐ Sports Party (Ages 6 and up) \$170 or \$200(+)

☐ Soccer ☐ Floorball (hockey)

☐ Basketball ☐ Volleyball

Number of children: \_\_\_\_\_

Number of Adult Chaperones: \_\_\_\_\_

Swim or Play Time: \_\_\_\_\_ to \_\_\_\_\_ Party Room Time: \_\_\_\_\_ to \_\_\_\_\_

**Party Add-Ons:**

Choices for **DQ Ice Cream Cake:**

☐ 10" round cake \$28 or ☐ 10" x 14" cake \$37

Flavor of Cake: (circle one)  $\frac{1}{2}$  Vanilla &  $\frac{1}{2}$  Chocolate Vanilla  
(Cakes come standard with chocolate crunch between layers)

Color of Icing: Standard white

Color of Lettering: (circle one) Pink – Blue – Yellow – Red – Orange – Lavender

Type of Decorations: (circle one) Balloons – Flowers – Hearts – Sports – Airplanes

Number of **Pizzas** (cheese only) \$8 each: \_\_\_\_\_

The undersigned certifies that he/she is familiar with the policies, rules and regulations of the use of the above facilities and that such policies, rules and regulations will be enforced by said user. Said user also accepts responsibility for the actions of each person in the group. The undersigned accepts for the user the full responsibility for any and all damage to the facility caused by said user and for the prompt and proper settlement of claims for such damage.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Deposit Received by: \_\_\_\_\_  
Amount: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Balance Received by: \_\_\_\_\_  
Amount: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Decorations dropped off  
Received by: \_\_\_\_\_